

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of April 11, 2023 Meeting**

**ACCL Boardroom, 4:00 pm**

Chair Russell called the meeting to order at 4:03 pm. Trustees in attendance are Mr. Acey, Ms. Ritter, Ms. Brickman, Mr. Woods, Mr. Timmons, Mr. Bray, Ms. Carter, Mr. Jordan, Ms. Lynch, Ms. Hall, Ms. Bogue, Mr. Mason, Ms. Russell, Ms. Cullen, and Ms. Cox. Absent were Mr. Scott, and Ms. Linthicum. Staff members present were Ms. Bell, Ms. Price, Ms. Plaksin, Ms. Mayfield, Ms. Green, Ms. Ballard, Ms. Hood, Ms. Josey, Ms. Shull, Ms. Shimobi-Obijuru, Ms. Eades, Ms. Higginbottom, and Ms. Clark.

#### **Announcements:**

Chair Russell introduced SPLOST Representative, John Simoneaux. Mr. Simoneaux will provide a brief update on the East Library project and answer any questions Board members may have.

**Public Comment:** None

#### **Approval of Minutes:**

- The draft minutes of the January 10, 20223 meeting were unanimously approved with the following edits: page 2 site selection edit, and page 4 board actions edit. (motioned by Mr. Timmons, seconded by Ms. Ritter)

Ms. Price made the necessary corrections to reflect both edits.

#### **Approval of Agenda:**

- The April 11, 2023 meeting agenda was adopted and accepted with one change. Chair Russell suggested the SPLOST update should go ahead of the financial report. Unanimously approved. (motioned by Ms. Cox, seconded by Mr. Woods)

SPLOST Representative, Mr. Simoneaux started by stating that potential sites have been narrowed down to 8 locations. The same criteria was used to score each potential site. \$14 million of SPLOST funds, and \$2 million of state funds were allocated to the project. Due to rising costs, the building will be 16,000 square feet.

Ms. Cullen - Did the square footage decrease by half because of costs? Yes (J.S.)

Ms. Cullen - Is public input and voting on the project only open to East Side residents? No, it is for all residents of Athens-Clarke County. (J.S.)

Ms. Russell - Are state funds included in the budget mentioned? Yes (J.S.)

Ms. Bell and Mr. Simoneaux reminded the Board that all public input sessions are scheduled for May. Mr. Simoneaux concluded by letting Board members know that they are welcome to reach out with any questions or concerns. Ms. Russell thanked Mr. Simoneaux for his time.

### **Financial Report:**

Board members were presented with the Financial Report FY2023-Q3. Aria Higginbottom and Allison Clark gave the report. They started by explaining the new format of the report and balance sheet. Line items will now be separated for audit purposes. In the most recent audit, we received a finding because we did not have balance sheets and income statements separated. Changes were made to meet audit standards.

Revenue is at 79%, and expenditures are at 65%. Clark Outsourcing continues to “clean up” the system from the recent financial software migration.

### **Committee Reports:**

#### ● **Friends of the Library**

In Ms. Linthicum’s absence, Ms. Green gave the report. She was happy to report that the Friends raised approximately \$22,000 dollars from the spring book sale.

Family Fun Day will be held on 6/3.

Cafe’ events have been going well. There is a cafe’ event happening this evening.

#### ● **Winterville**

Mr. Scott was not present to give the report.

#### ● **Foundation**

Ms. Bogue gave the report. She reported that the feasibility study is still happening and the Foundation will meet next Friday for an update on the study.

The Merrill Lynch balance is \$1,655,276.

#### ● **Personnel and Nominating**

No report at this time.

### **Director’s Report:**

Director Bell gave the report. She was pleased to report that included in the list of bond projects in the State Conference Committee budget is an additional \$500,000 for the Eastside Branch Project, as well as an additional \$500,000 for the Oconee County/Wire Park Library. The budget also includes \$.70 per capita for materials. We’re hoping to acquire the streaming service Hoopla if the Governor signs off on the budget.

The AUP for FY22 is complete. We received 7 findings. Four of the seven findings were due to the FY22 change of our financial software Blackbaud, to the new software MIP. Clark Outsourcing continues to work on cleaning up

the issues that the migration presented. Two findings were due to late filing with the state. The final finding was due to not including a balance sheet with Board financials. Each of the 7 findings are being addressed and corrected for the future.

Ms. Bell informed the Board that she will meet with State Librarian, Julie Walker and GPLS Finance Director, Christopher Evans on 4/10/23. They will meet to discuss recommendations for restructuring the Business Office moving forward.

The work with Fast Forward Libraries is complete. Ms. Bell referred members to the Strategic Plan Goals and Objectives sheet presented to each Board member. The Strategic Plan will be presented to the Regional Board for approval at the upcoming Regional Board meeting.

During a quarterly bed bug inspection, 3 older chairs were found to contain larvae. The chairs were removed, treated, and returned to use. The next inspection is scheduled for July. The new computer desk chairs will arrive soon. The same company will remove the old chairs.

On February 9th, we held a Board training. Julie Walker was our guest speaker and it was well attended by Board members from around the region.

Director Bell thanked all the Board members and staff who attended Legislative Day at the capitol. The day was very successful.

The Wire Park groundbreaking ceremony is scheduled for April 14, 2023 at 10:00 am. Ms. Bell expressed her excitement and invited everyone to attend.

Ms. Bell was proud to announce that our very own Rebecca Ballard was named GPLS Library Staff Person of the Year. Rebecca's incredible achievement will be celebrated at the Athens-Clarke County Library on April 21st, from 3pm to 5pm and everyone is invited to attend.

Director Bell was pleased to share more good news; The library had the largest monthly visitors number since covid! Ms. Bell expressed her excitement to welcome the community back to the library with open doors.

In more good news, the Hearing Loops are in place. They are being tested and adjusted. Ms. Bell thanked Greg Deal and the IT team, as well as Sue Plaksin.

The new website is up and running, and we have received lots of positive feedback. Ms. Bell thanked Sean Hribal and the web team.

Summer Reading will begin June 1, 2023. Several fun activities are being planned. Director Bell invited board members to attend.

Ms. Bell expressed her concern regarding the Pinewoods Branch. The Pinewoods Branch Manager position remains vacant due to no interest. The

position was advertised on listservs, Indeed, GPLS website, as well as UGA and other community organizations. Assistant Director, Toby Mayfield, fills in two days per week, but this is not sustainable. There has been a significant decrease in library visitors, and a Branch manager is needed to make connections with the community.

Director Bell presented Toby Mayfield's Pinewoods Resource Center Proposal to each Board member. The proposal suggests making the Branch Manager position part-time, and reducing the branch hours from 30 hours per week to 20 hours per week. (*Action Item*)

Ms. Mayfield added that the job description was edited and now has less duties.

Ms. Cullen - What is a resource center? The title Resource Center has more to do with operating hours, rather than activities. (T.M.)

Ms. Lynch - Can you tell us more about the benefits? The position offers flex benefits. (S.P.)

Mr. Bray - Are there any weekends? Have you considered expanding? Yes. Please know that we do not come to you lightly. We have tried our best to make it work. (V.B.)

Mr. Jordan - CCSD had an event this past Saturday, and the attendance was weak. Have you reached out to Sister Maria in the community? Yes, we have. (T.M.)

Ms. Cullen - During the summer the community was so vibrant. What happened? Things have changed. Pinewoods management has changed. (T.M.)

Ms. Mayfield - Numbers haven't picked up since Raquel Bartra left in December of 2021.

### **Communications:**

Ms. Brickman announced that there will be a showing of *The Right To Read* at the Library on Tuesday, May 9, 2023. She invited everyone to attend.

### **New Business:**

Distribute updated Bylaws - Chair Russell announced that the Bylaws were updated and approved at the January meeting to include electronic meeting text. Board members were given a copy of the updated Bylaws.

Ms. Lynch - Is there a minimum number of Board members? It's in the constitution. (S.M.)

### **Board Actions:**

- Approval of new Pinewoods Branch hours - (motioned by Ms. Bogue, 2nd by Mr. Jordan) Unanimously approved.

**Old Business: None**

**Meeting was adjourned at 5:04 p.m. by Chair Russell** (motioned by Mr. Bray, 2nd by Mr. Acey) Unanimously approved.

**Next Meeting July 11, 2023 at 4:00 p.m.**